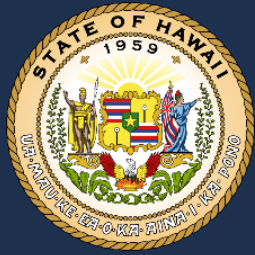


# ATTENTION: ACTION REQUIRED



**A NEW PAYROLL SYSTEM FOR  
THE STATE OF HAWAII**

**To continue receiving your  
paycheck through Direct  
Deposit you MUST enter your  
Direct Deposit details into the  
Hawaii Information Portal**

## **DEPARTMENT OF EDUCATION EMPLOYEES**

**Enrollment period:  
December 3, 2018 to  
December 14, 2018**



### **You will need:**

- Hawaii Information Portal User ID and Password Letter
- Checking/Savings Account Number
- 9-digit Routing Number (Bank or Credit Union)

**Enroll online at [HIP.hawaii.gov](http://HIP.hawaii.gov)  
using a State-networked computer**

For more information visit: [ags.hawaii.gov/HawaiiPay](http://ags.hawaii.gov/HawaiiPay)

For assistance, please contact the Hawaii Information Portal Service Center  
at (808) 201-SERV [7378] or email [HIP@hawaii.gov](mailto:HIP@hawaii.gov)